

RIEAP CELEBRATES TENTH YEAR

In December 1984, representatives of the State union organizations and the business community announced the formation of a joint-management employee assistance program (EAP) for State employees and their family members. Established by Executive Order, and codified in the R.I. Personnel Rules and Regulations Manual, the R.I. Employees Assistance Program (RIEAP) is an independent agency created to provide assessment, referral, and supportive services to help State employees or their family members resolve a wide range of human problems including, but not limited to: alcoholism or drug dependency; emotional or behavioral disorders; family or marital problems, financial or legal difficulties; and health or other lifestyle issues.

Since its beginning, RIEAP has helped over 8,700 State employees and 1,200 of their family members. They represent the full range of occupations and professions in the State workforce with 29% within technician categories; 25% professional staff members; and 18% as administrative support or office clerical persons. In terms of problems, 19% sought help for alcoholism; 7% for other drug abuse; 13% for suffering the consequences of a family member with an alcohol or drug problem; and 26% for emotional problems. Marital, family, job career, and financial/legal problems make up the balance.

According to Robert W. MacDonald, President and Chief Executive Officer of RIEAP, "The program statistics are a mirror image of results from our private sector EAP contracts. They simply reflect the normal range or problems within the community that eventually appear on the job — one workplace is no better or worse than the next."

"In 1989, the R.I. Employee Assistance Program was recognized as the 'Number One' EAP for state governments in the country . . . a standing which has not been challenged since", according to John Furia, Executive Director of Council 94 AFSCME and Chairman of the Board of RIEAP Inc. In addition to quality services delivered on a timely basis, RIEAP's success can also be attributed to the joint union-management design of the program . . . "It works because everyone supports its efforts," states Mr. Furia.

"One way to look at the program is that RIEAP serves as your personal consultant who helps clarify the problem; informs you as to the best course of action; gives you a choice of appropriate resources; and helps you with initial arrangements,"

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DEPTS. OF BUSINESS REGULATION & HEALTH SET PACE FOR '94 SECA



Left to Right: Kathryn Power, M.H.R.H. Director, 1994 SECA Chair; Governor Bruce Sundlun; Karen Adams, Channel 12 news anchor at 1994 SECA Kickoff.

The 1994 State Employees Charitable Appeal is steaming towards another record! The first two Departments to complete their campaigns — Business Regulation and Health — announced 2% and 20% increases, respectively. Other agencies which had completed their campaigns and submitted results by November 10 press deadline include Emergency Management Agency, Historical Preservation & Heritage Commission, Lieutenant Governor's office, Sheriff of Kent County, Atomic Energy Commission, E-911 Telephone System, Water Resources Board, Mental Health Advocate, and Coastal Resources Management Council, Human Rights Commission, Governor's Justice Commission. (By the time you read this many more departments and agencies will have completed their campaigns.) If these results are any indication, the campaign will reach its ambitious goal of \$630,000. As of November 10, \$227,516 had been raised.

"To celebrate others' lives is to elevate and celebrate our own."

— A. Kathryn Power

At the Campaign Kickoff in September, guest speaker Karen Adams, Channel 12 news anchor, exhorted the campaign volunteers to strive to convey the SECA message convincingly and enthusiastically to their co-workers and

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FROM THE OFFICE OF THE GOVERNOR

Executive Orders

| No. | Date | Subject |
|----------|----------|---|
| 94-10 | 7-7-94 | Calls out the uniformed military personnel of the independent chartered commands of the R.I. Militia on July 9, 1994, for the purpose of attending the commissioning ceremonies for the USS <i>Rhode Island</i> at Pier Two, NETC, Newport. |
| 94-11 | 7-11-94 | Declares a water emergency in the town of West Warwick. |
| 94-11(a) | 7-14-94 | Declares the water emergency ended in the town of West Warwick. |
| 94-12 | 7-25-94 | Creates a Task Force to Restrict Youth Access to Tobacco, to develop strategies for reducing youth access to tobacco products. |
| 94-13 | 8-3-94 | Orders the state militia into service under the direction of Adjutant General N. Andre Trudeau to provide service at the Lallapalozza concert at the Quonset State Airport. |
| 94-14 | 8-4-94 | Orders the Director of the Department of Environmental Management to waive user fees at all State beaches, parks and recreation areas on V-J Day, August 8, 1994. |
| 94-15 | 9-1-94 | Declares a state of emergency for the community of Westerly served by the Westerly Water Department. |
| 94-15(a) | 9-29-94 | Recinds EO 94-15. |
| 94-16 | 10-6-94 | Establishes a Governor's Commission to Study Minority Representation within the State's adult and juvenile criminal justice system. |
| 94-17 | 10-21-94 | Establishes the Rhode Island Welfare Reform Commission. |
| 94-18 | 11-1-94 | Orders the Department of Administration, Department of Employment and Training, Department of Economic Development and the Office of Higher Education to undertake the development of the former Narragansett Brewery property as the Rhode Island Innovation Center. |

For more information or copies of Executive Orders, call the Office of the Executive Counsel, 277-2080, Ext. 258.

pRIde

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EMPLOYEE BENEFIT ISSUES

by Brian E. Keeler
Chief of Employee Benefits

Handicapped Children

If you have a handicapped child currently covered under your state employee health plan, you should be aware that all of the health carriers have a "Handicapped Children Provision". This provision allows the employee to request continuing coverage for the handicapped child beyond the plan's normal dependent age limit. The health plans usually require that you apply for an extension prior to the child reaching the age limit. You can obtain further information by calling the Customer Service number for your health plan.

Open Enrollment — Pre Paid Legal Plan

Employees have been asking when the next Open Enrollment for the legal plan is. It is scheduled for February 27 — March 24, 1995 for an effective date of April 1, 1995. Watch for payroll stuffer in February with details.

Health Reform Legislation

As you probably have heard by now, Federal Health Reform initiatives have collapsed for this year. Senator Chafee says that he will introduce his middle-of-the-road proposal in January but it is uncertain now if there is any momentum left to move ahead next year. What does this mean for State employees? Contractual benefits will continue through the current agreement period ending June 30, 1996, unless modifications occur during bargaining agreement negotiations in 1995.

Blue Cross Dental

As you know, Blue Cross Dental Replaced Delta Dental in September 1993. An unusual number of claims are being misdirected because many dentists are still trying to bill Delta Dental. The next time you use dental services, you may wish to verify with your Dental office that you are now covered by Blue Cross Dental so the correct plan is billed and your claim is processed promptly.

Life Insurance

Just a reminder to employees who did not apply for either the Basic Life or Optional Life plan during last year's Open Enrollment: you may do so at any time subject to completion of a health history application and approval by the carrier, Canada Life. In order to apply for the Optional Life plan (1, 2, or 3 times salary) you must be insured under the Basic plan (1 times salary). To apply, see your Personnel/Payroll officer for the appropriate forms, which after completion, will be sent to the Employee Benefits Office for processing. Copies of the life plans booklet, (which includes rates) are also available from your agency or by calling our office at 277-3160

OTD TRAINING COURSES

USING THE TDD

Fee \$5*

This mini-course will provide participants with the knowledge and skills necessary to operate a Telecommunications Device for the hearing impaired.

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Friday, January 7, 1994. 9 a.m. — 12 noon.

* This course is co-sponsored with the State Building Commission.

USING LOTUS 1-2-3

Fee \$99

This 15-hour course introduces participants to this popular spreadsheet program. Topics include moving around the spreadsheet, entering tables, values and formulas, printing, creating graphs, using Lotus as a database, and macros. This class requires little or no computer experience.

Course 1: 5 Thursdays, beginning January 19, 1995; Course 2: 5 Fridays, beginning January 20, 1995. All classes 9 a.m. — 12 noon. ½ credit

Instructor: Michael Hughes, M.A.

INTRODUCTION TO WORD PERFECT 5.1

Fee \$99

In this 15-hour course, participants learn how to use this popular and powerful word processing program. No prior word processing or computer experience is necessary! Topics covered include setting margins and tabs; page numbering and formatting; creating directories; using the database and mail merge features; and much more. Each participant will have their own computer.

Course 1: 5 Tuesdays, beginning January 24, 1995; Course 2: 5 Wednesdays, beginning January 25, 1995. All classes 9 a.m. — 12 noon. ½ credit

Instructor: Mames Davis, Ed.D.

INTRODUCTION TO THE DISK OPERATING SYSTEM (DOS)

Fee \$20

This course will serve as an introduction to the Disk Operating System. Topics will include basic DOS commands, making and removing subdirectories, copying files, and formatting disks. Each participant will have their own computer.

Course 1: January 23, 1995 9 a.m. — 12 noon.

Instructor: Michael Hughes, M.A.

BITS 'n PIECES

George F. Chace III, a Senior Employment and Training Interviewer and Veterans Employment Representative with the Department of Employment and Training, was recently appointed Rhode Island Regional Vice President of the National Congress of Patriotic Organizations, Inc. The purpose of the Congress is to provide a common meeting ground for the officers and representatives of national patriotic organizations and their components. State employees, relatives or friends who are currently serving as officers or are presently active members of a recognized hereditary or patriotic society are encouraged to contact George at his home, 1 Ledge Road, Barrington, RI 02806, for further information regarding membership in the NCPO.

Much has been written and much has been said by the media concerning the **thousands** of people who recently flooded the Providence Convention Center to apply for **160** job openings at the new Westin Hotel. Lost in the avalanche of publicity on the large number of job applicants versus the small number of job openings, was the recruitment assistance rendered Westin Hotel by the Employer Service Unit (ESU) of the Department of Employment and Training. This Unit furnished 25 staff members to support Westin Hotel personnel. They helped guide job seekers through the application process; assisted hotel representatives with one-on-one interviews, and conducted orientation sessions. This assistance by the Employer Service Unit was by no means a spur-of-the-moment decision as a result of an unexpected large number of job applicants. Long months were spent by ESU working with Westin Hotel's Human Resource Department to coordinate logistics for the recruitment process. In the past year, the

Employer Service Unit has assisted in recruiting 3,200 workers for Rhode Island businesses. In addition to Westin Hotel, these include Wal-Mart, Edward's, Super Stop & Shop, Shaw's Super Market, A&P Stores, and Rich's Department Store. The media is quick to criticize State workers and State government when things go awry, but they are painfully reluctant to pass out kudos whenever extraordinary efforts by State workers result in extraordinary successes. **pRIde** takes pride in filling this gap and in passing out laurels to the Employer Service Unit personnel of the Department of Employment and Training for a job well done.

Stephen M. Cooper, Chief of the Bureau of Audits, wishes to acknowledge how grateful he is for all the messages and expressions of encouragement that he received during his recent recovery. Said Mr. Cooper: "My family and I wish to thank everyone who have expressed their concerns for me and who sent cheerful messages of support during my recent recovery. My thanks to all of you."

RIEAP Celebrates . . .

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according to Judith Hoffman, Vice President of EAP Services. "We stay with you until you have resolved your problem or are very comfortable in your progress," Ms. Hoffman noted.

Mr. MacDonald summarized the effort by stating that, "an EAP is a common sense approach to solving problems. Our clients have highly skilled and experienced EAP professionals assisting them every step in the process without any cost to them for RIEAP services and with the assurance that their confidentiality will be protected. You just can't beat it."

RIEAP had previously been funded through Federal grants and administered through the Department of Substance Abuse. Since July 1, 1994, responsibility for the program was assumed by the Department of Administration, with the cost being shared on a per capita basis by all State agencies, educational institutions, boards and commissions.

State employees or their family members can contact RIEAP by calling (401) 732-9444 or 1-800-445-1195. Services are provided in their Lincoln, Providence, Warwick, Wakefield, or Middletown offices.

Depts. Set Pace . . .

(continued from page 1)

to remember that they are not asking for money for themselves but for the thousands of Rhode Islanders who lack the advantage which we take for granted. Governor Sundlun noted SECA's extraordinary growth — nearly 30% over the last two years — and said that these results reflect the pride which state employees deservedly take in their public service. Campaign Chair A. Kathryn Power, Director of the Department of Mental Health, Retardation and Hospitals, cited the campaign theme, Celebrate Living! in asserting that helping people is a celebration of life: "To celebrate others' lives is to elevate and celebrate our own."

If you have already made your pledge, THANK YOU. If not, there is still time. Please do not let the pressures of the Holiday season distract you from this important act. Instead, let the Holiday spirit reaffirm the values of giving and sharing and caring. Please give as generously as you can.

This Calendar is Brought to You by

The Office of Personnel Administration

1995

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1995 STATE HOLIDAY CELEBRATIONS

New Year's Day - Sunday, January 1

(We celebrate Monday, January 2).

Dr. Martin Luther King Jr.'s Birthday - Monday, January 16

Memorial Day - Monday, May 29

Independence Day - Tuesday, July 4

Victory Day - Monday, August 14

Labor Day - Monday, September 4

Columbus Day - Monday, October 9

Veteran's Day - Saturday, November 11

Thanksgiving Day - Thursday, November 23

Christmas Day - Monday, December 25

CIRCLED DAYS INDICATE PAY DAY FOR STATE EMPLOYEES



(Rhode Island Hospital.)

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